



**BE THE DIFFERENCE.**

**Marquette University**  
Department of Human Resources  
David A. Straz, Jr., Tower, 185  
P.O. Box 1881  
Milwaukee, WI 53201-1881

P 414.288.7305  
F 414.288.7425  
W [www.marquette.edu/hr](http://www.marquette.edu/hr)

August 9, 2018

Jenni Monette  
1456 W. Sonora St.  
Tucson, AZ 85745

Dear Jenni:

Welcome to Marquette University! I am happy to confirm our offer and your acceptance of the position of O'Brien Fellow in Public Service Journalism for the Journalism and Media Studies Department. This is a full-time, limited term, exempt position ending May 19, 2019. In this position you will report to David Umhoefer, Director of O'Brien Fellowship in Public Service Journalism.

You will be paid monthly at a rate of \$7,222.22 per month. Payroll is processed on the last workday of each month.

We have enclosed an employee data form and a self-addressed prepaid envelope for return. **Immediate completion of this document is necessary to enter your information into our system for onboarding and payroll purposes.**

This offer is contingent upon your compliance with the Immigration Reform and Control Act by presenting employment verification documents which indicate that you are eligible to work for Marquette University (see enclosed list for examples). You are expected to present these documents to the Human Resources Department on your first date of employment, Monday, August 20, 2018, or within 3 business days of your first date of employment. Continued employment is contingent upon satisfactory performance and compliance with all of Marquette's policies and procedures.

During your first day, you will meet with a member of the Human Resources team to complete your paperwork, including the I-9 as referenced above. Please work with your supervisor prior to your first day to arrange this meeting. The Human Resources office is located at the following address:

David Straz Jr. Tower, Suite 185  
915 W. Wisconsin Avenue  
Milwaukee, WI 53233

This building is located just east of the expressway on Wisconsin Avenue and 10th Street (directly across the street from The Wisconsin Club). There is a parking lot visitors may access from Michigan Street by using the intercom at the gate.

You will receive a parking chaser card when you visit HR for your paperwork. The chaser card will allow you to park for free all day and can be used for Parking Structure 1 and 2 only. Parking fees are your responsibility after your first day of employment.

On your first day of employment you will receive a benefits information binder. Please review the information prior to your scheduled orientation and bring the binder with you to orientation.

**Please be aware that the benefit enrollment forms need to be completed and sent to the Department of Human Resources within 30 days of your hire date.**

You are scheduled to attend the New Employee Orientation program on:

**Wednesday, September 19<sup>th</sup>**  
Straz Tower – 1<sup>st</sup> Floor Multipurpose Room  
8:00 a.m. – 4:15 p.m.

As a Catholic, Jesuit university, we are incredibly proud of our service to the Milwaukee community, and our Guiding Values and four pillars of excellence, faith, leadership and service are at the forefront of everything we do. All of this guides us in our unified goal to Be the Difference for our students and the world. Grounded by rich tradition and ever mindful of our mission, Marquette University aims to be among the most innovative and accomplished Catholic, Jesuit universities in the world. We are pleased to have you join our community and help us in this pursuit.

Jenni, if you have any questions prior to your first day or throughout the onboarding process, please call me at 414-288-1560.

Warm regards,

A handwritten signature in dark ink, appearing to read 'Charles Gosselin', followed by a long horizontal flourish.

Charles Gosselin  
Human Resources Assistant

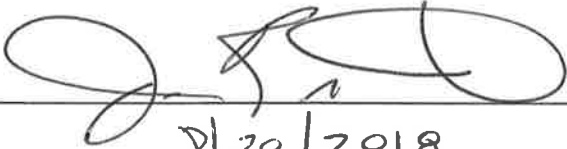
~ MARQUETTE UNIVERSITY ~

HANDBOOK  
FOR  
EMPLOYEES ACKNOWLEDGEMENT

Employee Name Jenni Monet  
Department Comm. Hire Date 8/20/2018

I have received information on accessing the Marquette University Handbook for Employees. I agree to review it thoroughly and to familiarize myself with its contents, in particular the General Rules of Conduct contained in Section 4. I agree to comply with the university's rules of conduct, as well as with all established policies and procedures, in the university and within my department.

I understand that the university reserves the right to modify and update the contents of the employee handbook. I also understand that this handbook in no way implies or guarantees a contract of employment and that my employment with Marquette University is classified for legal purposes as an "at-will" relationship. This "at-will" relationship means that either party may end the employment relationship at any time, for any legal reason.

Signed   
Date 8/20/2018

(Please return this signed and dated Acknowledgment of Receipt to the Department of Human Resources, Straz Tower, Room 185)



## Marquette University Intellectual Property Assignment Form

The Marquette University Intellectual Property policy has been reviewed and approved by University Academic Senate, Intellectual Property Review Board, the Committee on Research and the Office of the Provost. A copy of the policy is attached and is available at:

<http://mu.edu/orsp/documents/IntellectualPropertyPolicy.pdf>

The policy conforms with current best practices for university technology transfer and intellectual property development, which require that employees assign designated intellectual property rights to the university at the time of hire rather than at the time of invention disclosure.

All faculty and staff are required to assign designated intellectual property rights to the university by completing this Marquette University Intellectual Property Assignment Form. The University also retains rights in teaching and classroom materials prepared for and used in courses taught by University faculty.

A Frequently Asked Questions document is available at:

<http://www.marquette.edu/orsp/documents/IntellectualPropertyPolicyFAQ.pdf>

Information on university support of technology commercialization can be found at:

<http://www.marquette.edu/orsp/TechnologyCommercialization.shtml>

If you have additional questions about the revised policy, please send them to [intellectual.property@marquette.edu](mailto:intellectual.property@marquette.edu).

### COPYRIGHT LICENSE:

To permit the University to achieve its mission as an educational institution and allow the University to use teaching and classroom materials that I may develop ("**Materials**"), I grant the University to right to use, display, copy, distribute, and prepare derivative works of the Materials for administrative use and in educational programs and courses provided directly by the University to students.

### ASSIGNMENT OF INTELLECTUAL PROPERTY:

I have reviewed the Intellectual Property Policy and the Intellectual Property Rights applicable to my status as a member of the faculty or staff of Marquette University. I hereby assign all intellectual property rights related to any new and useful process, art, method, technique, machine, device, manufacture, software, composition of matter, or improvement ("Inventions") developed by me and related to my employment responsibilities during my employment with the University. I also agree to execute any additional any documents or take any other actions as may be necessary for the University to perfect its interest in the Inventions.

EMPLOYEE SIGNATURE

PRINT NAME

'8/20/2018  
DATE





## E-Business Suite

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## Information

This notification does not require a response.

A Confirmation of Offer has been created by Wales, Michelle G.




To **Hayes, Genevieve**  
 Sent **08-Aug-2018 11:30:02**  
 ID **8509980**

## EMPLOYEE PERSONAL INFORMATION

**Employee Name:** Monette, Jenni  
**Address:** 1456 W. Sonora St.  
 Tucson, AZ 85745

staff

## EMPLOYEE POSITION INFORMATION

<b>Department:</b>	Journalism and Media Studies	<b>Position Title:</b>	O'Brien Fellow in Public Service Journalism ✓
<b>Supervisor:</b>	David Umhoefer	<b>Alternate Timecard Approver:</b>	
<b>Employment Status:</b>	Full-Time ✓	<b>Employment Start Date:</b>	20-AUG-2018 ✓
<b>Position Status:</b>	Limited Term ✓	<b>Employment End Date:</b>	19-MAY-2019 ✓
<b>Rate:</b>	65000 ✓	<b>Pay Basis:</b>	Total Duration Amount
<b>Months/Year:</b>	9	<b>Hours/Week:</b>	37.5
<b>Direct Reports:</b>	→ 7222-22		

**Account:** 06-01900-80159-6000 100%**Account:****Account:**

## FACULTY POSITION INFORMATION

**Contract Type:**  
**Academic Rank (Full-Time only):**  
**Tenure Status (Full-Time only):**  
**Credits Taught:**  
**Research:**  
**Moving:**  
**Other:**

## SUBMITTED DETAILS

**Submitted by:** Wales, Michelle G.  
**Initiator:** WALESM  
**Submitted Date/Time:** 08-AUG-2018 11:23:09 AM

[Return to Worklist](#)[About this Page](#)

Diagnostics Ho

## FOR HR USE

-Salary &amp; Employment details

verified with Emp@MU (initial & date): GH 8/9

- ❖ Position Code: S. Journalism Specialist. 01
- ❖ Grade: E-14
- ❖ Peoplegroup: Twelve
- ❖ Payroll: monthly
- ❖ Salary Basis: salary

- Employment letter sent (initial & date): CB 8/9
- Copy of letter emailed (initial & date):
- Copy to hiring manager (initial & date):
- Entered in Oracle (initial & date): CR 8/17

## FOR BENEFITS USE

Benefit Eligible: Yes / No

TIAA Eligible: Yes / No





## Additional Administrative Support Monthly Pay Calculator

Total Duration Amount	\$ 65,000.00	Enter total amount to be paid
Start Date for duration	20-Aug-18	Enter start date of payment
End Date for duration	19-May-19	Enter end date of payment

Monthly Rate	\$ 7,222.22	----->	Amount to enter in MyJob
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Totals	9	\$64,999.98
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\$0.02 rounding difference

		Factor	Prorated Payment Amount
Effective start date this month	20-Aug-18		
Effective end date this month	31-Aug-18		
Monthly Pay Period Start	1-Aug-18		
Monthly Pay Period End	31-Aug-18		
Working Days in Range	10		
Working days in Month	23	0.4348	\$3,140.22
Effective start date this month	1-Sep-18		
Effective end date this month	30-Sep-18		
Monthly Pay Period Start	1-Sep-18		
Monthly Pay Period End	30-Sep-18		
Working Days in Range	20		
Working days in Month	20	1	\$7,222.22
Effective start date this month	1-Oct-18		
Effective end date this month	31-Oct-18		
Monthly Pay Period Start	1-Oct-18		
Monthly Pay Period End	31-Oct-18		
Working Days in Range	23		
Working days in Month	23	1	\$7,222.22
Effective start date this month	1-Nov-18		
Effective end date this month	30-Nov-18		
Monthly Pay Period Start	1-Nov-18		
Monthly Pay Period End	30-Nov-18		
Working Days in Range	22		
Working days in Month	22	1	\$7,222.22
Effective start date this month	1-Dec-18		
Effective end date this month	31-Dec-18		
Monthly Pay Period Start	1-Dec-18		
Monthly Pay Period End	31-Dec-18		

Working Days in Range	21		
Working days in Month	21	1	\$7,222.22
Effective start date this month	1-Jan-19		
Effective end date this month	31-Jan-19		
Monthly Pay Period Start	1-Jan-19		
Monthly Pay Period End	31-Jan-19		
Working Days in Range	23		
Working days in Month	23	1	\$7,222.22
Effective start date this month	1-Feb-19		
Effective end date this month	28-Feb-19		
Monthly Pay Period Start	1-Feb-19		
Monthly Pay Period End	28-Feb-19		
Working Days in Range	20		
Working days in Month	20	1	\$7,222.22
Effective start date this month	1-Mar-19		
Effective end date this month	31-Mar-19		
Monthly Pay Period Start	1-Mar-19		
Monthly Pay Period End	31-Mar-19		
Working Days in Range	21		
Working days in Month	21	1	\$7,222.22
Effective start date this month	1-Apr-19		
Effective end date this month	30-Apr-19		
Monthly Pay Period Start	1-Apr-19		
Monthly Pay Period End	30-Apr-19		
Working Days in Range	22		
Working days in Month	22	1	\$7,222.22
Effective start date this month	1-May-19		
Effective end date this month	19-May-19		
Monthly Pay Period Start	1-May-19		
Monthly Pay Period End	31-May-19		
Working Days in Range	13		
Working days in Month	23	0.5652	\$4,082.00
Effective start date this month			
Effective end date this month			
Monthly Pay Period Start			
Monthly Pay Period End			
Working Days in Range	0		
Working days in Month	0	0	\$0.00
Effective start date this month			
Effective end date this month			